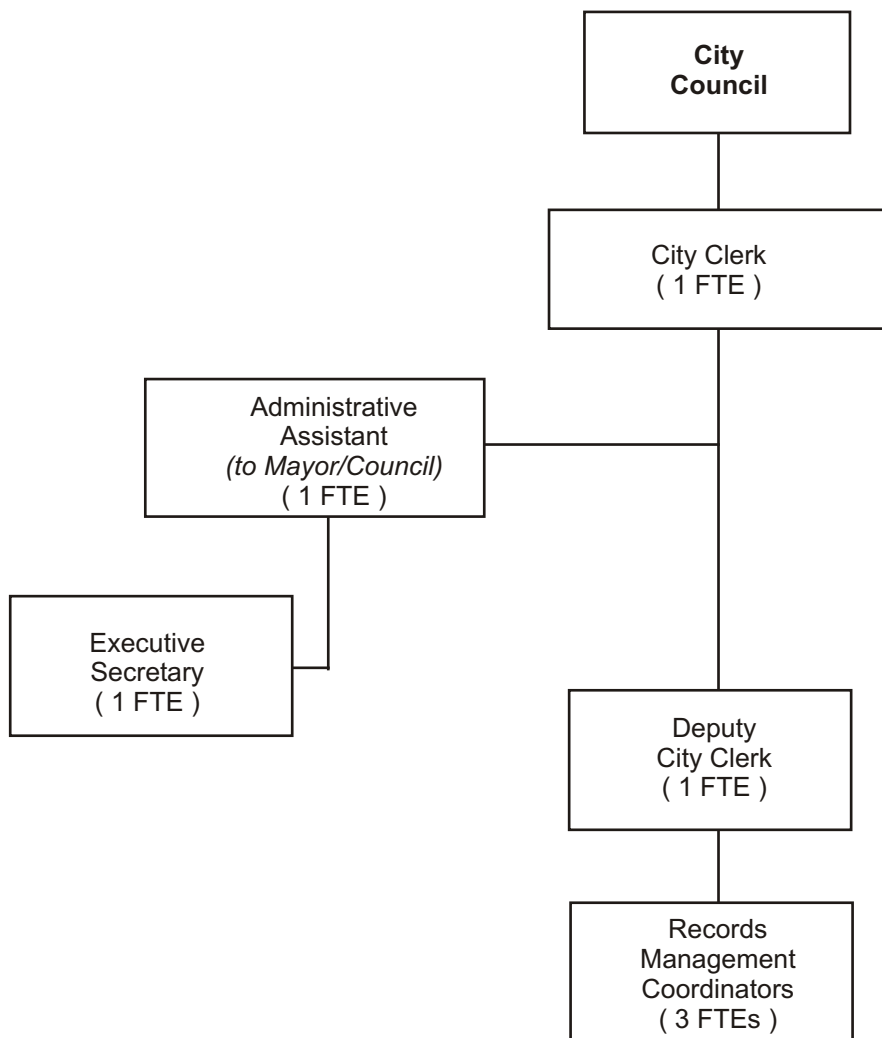


City Clerks Office

(7 FTEs)



CITY CLERK

Mission:

To serve as historians for the City of Durham by accurately documenting and maintaining its official records as well as making those records accessible for citizens.

PROGRAM DESCRIPTION

City Clerk's Office**\$488,677****7 FTEs**

The Department records all official actions of the Durham City Council, advertises and processes vacancies for Council appointed boards, committees and commissions, provides proper notice for all meetings regulated by the North Carolina open meetings law, archives permanent records, execute contracts and other documents, issues cemetery deeds, going out-of-business license, coordinates codification of the Durham City Code, and certifies documents for admissibility in court cases. The Department also provides administrative support to the Mayor and the Members of the City Council.

RESOURCE ALLOCATION

	Actual FY2001-02	Adopted FY2002-03	Estimated FY2002-03	Adopted FY2003-04	Change
Appropriations					
Personal Services	\$ 360,039	\$ 370,349	\$ 373,161	\$ 383,297	3.5%
Operating	79,573	120,980	107,618	105,380	-12.9%
Capital	73,422			-	
Total Appropriations	\$ 513,034	\$ 491,329	\$ 480,779	\$ 488,677	-0.5%
Full Time Equivalents	7	7	7	7	-
Part Time	-	-	-	-	-
Revenues					
Discretionary	\$ 512,649	\$ 490,829	\$ 480,279	\$ 488,177	-0.5%
Program	385	500	500	500	
Total Revenues	\$ 513,034	\$ 491,329	\$ 480,779	\$ 488,677	-0.5%

UNFUNDED ITEMS

- There are no unfunded items in the department's FY 2003-04 budget.

COMPLETED INITIATIVES FOR FY2002-03

- Completion of RFP process for republishing Durham City Code.
- Resolutions and Ordinances imaged January 1991 through May 1995.
- City Council Minutes distributed within 15 days after the meeting.
- City Council Minutes microfilmed through March 2003.
- Inventory of contracts completed 1901 through 1955.
- Provided contracts for city audit.

DEPARTMENT INITIATIVES FOR FY2003-04

- Completion of Republishing Durham City Code.
- Purchase software for Boards, Committees and Commissions.
- Imaging of contracts.
- Continue inventory of contracts.
- Continue to work with Technology Solutions Department on ways to enhance customer service.